

## NCVS-500 Control Card (2010 Sample Design)

| KEY   |
|---|
| <ul style="list-style-type: none"> <li>◆ <b>Blue Diamond and text</b> = Field Representative Instructions</li> <li>[ ] <b>Red Brackets and text</b> = Instrument Instructions/Skip Instructions</li> <li>[Green Text] = Automatically filled by instrument as appropriate</li> <li><b>Bold Text</b> = Question text is read aloud to the respondent</li> <li><b>Gray Text</b> = Optional for Field Representative to read out loud</li> </ul> |
| NOTES   |
| <p>“Empty” means never previously answered</p> <p>“Verify” means the Field Representative sees the answer prefilled from the previous enumeration period</p>  |

Instrument Screen Name

### START\_CP

*[Appears during ALL Enumeration Periods]*

CENSUS CATI/CAPI SYSTEM  
National Crime Victimization Survey

Case Status is: New Case

Date is: [Today's Date Appears]

Time is: [Current Time Appears]

Incoming/Continuing Case: [Will specify whether this is an Incoming Case or Continuing Case]

Interview Number: [Will specify which interview this is from 01 to 07]

Confirmed Refusal: [Will Specify Yes or No]

1. Telephone interview
2. Personal interview (See notes)
3. Personal interview (**SKIP all notes and go to GEN\_INTRO\_CP**)
4. Nointerview (TYPE A/B/C)
5. Ready to transmit case – no followup (TYPE Z's)
6. Quit: Do not attempt now

### SHOW\_CP\_ROSTER

*[Verify 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods]*

- ◆ Status of household composition

| LN | NAME | REL | MEMBER | SEX | AGE | STATUS | PHONE # |
|----|------|-----|--------|-----|-----|--------|---------|
|----|------|-----|--------|-----|-----|--------|---------|

1. Enter 1 to continue

## SHOW\_INFO\_CP

*[Appears during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods]*

- ◆ INFORMATION FROM PREVIOUS SCREEN INTERVIEW  
Press Control-F7 to view case level notes  
Press Control-T to view interview time preference
1. Enter 1 to Continue

## GEN\_INTRO\_CP

*[Appears during ALL Enumeration Periods]*

- ◆ Identify yourself and show I.D.  
**Hello. I'm (YOUR NAME)... from the U.S. Census Bureau. Here is my identification.**
- ◆ If new household – give introductory letter and allow time to read

*[Appears during 1<sup>st</sup> Enumeration Period]*

- ◆ ASK TO SPEAK TO: Eligible respondent (a household member at least 18 years of age and knowledgeable about the household)

*[Appears during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods]*

- ◆ ASK TO SPEAK TO: [Household Respondent]

*[Appears during ALL Enumeration Periods]*

- ◆ Household address is:[Address Displayed]

1. Respondent available
2. Respondent not available (SKIP to **VERIFY** [F10])
3. Unavailable through closeout

**[Pop Up Screen: ◆ Are you sure this person is unavailable through closeout? If so, you must select a new household respondent.]**

## CAPI\_INTRO\_B

- ◆ Is respondent ready to complete the interview?

1. Continue

(SKIP to **GETLETTER\_CP** during 1<sup>st</sup> Enumeration Period)

(SKIP to **HHNUM\_VR\_CP** during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods)

2. Inconvenient time. Callback needed.

(SKIP to **VERIFY** [F10])

3. Reluctant respondent – hold for refusal follow-up

(SKIP to **VERIFY** [F10] during 1<sup>st</sup> Enumeration Period)

(SKIP to **HHNUM\_VR\_CP** during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods)

4. Other outcome-problem/select new household respondent

(SKIP to **HHNUM\_VR\_CP** during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods)

5. Wrong address (wrong case selected) (SKIP to **VERIFY** [F10])

## VERIFY

*[This screen appears only when GEN\_INTRO\_CP = 2 and when CAPI\_INTRO\_B = 2, 3, or 4]*

- ◆ Review information listed below
- ◆ Do you need to make any changes?
- ◆ Press “Control T” to review/update interview time preference.

TELEPHONEOK: Yes

Telephone1: () – Extn: Type:

Telephone2: () – Extn: Type:

Telephone3: () – Extn: Type:

## HHNUM\_VR\_CP

*[Appears during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods]*

- ◆ Is this a replacement household?
  - ◆ If unsure, enter 2 (No)
1. Yes (SKIP to **CK\_REPLACE\_CP**)
  2. No (SKIP to **GETLETTER\_CP**)

## CK\_REPLACE\_CP

*[Appears during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods]*

- ◆ A replacement household means that there are NO members of the household interviewed during the previous enumeration period living at this address.
  - ◆ Are you sure this is a replacement household?
1. Yes  
[Pop Up Screen: ◆This is the last screen before the roster and all incoming data is deleted and must be re-entered. You are about to start a new case and this action cannot be undone without the case being restarted. ◆If “Yes”, click SUPPRESS]
  2. No

## GETLETTER\_CP

- ◆ **IF NECESSARY:** Hello I’m (your name) from the U.S. Census Bureau. I’m here concerning the National Crime Victimization Survey. The Census Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crime.

*[Read during 1<sup>st</sup> Enumeration Period]*

**Did you receive our introductory letter in the mail?**

*[Read during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods]*

**We contacted your household for this survey several months ago. Did you receive our introductory letter in the mail?**

- ◆ If “No” or “Don’t know” give respondent an introductory letter and allow time to read.
1. Yes
  2. No
  3. Don’t know

## VERADD\_CP

**I have your address listed as ...**

- ◆ Read below  
[Address Appears]

**Is that your exact address?**

1. SAME address  
(SKIP to **MAILINGSAME\_CP** during 1<sup>st</sup> Enumeration Period)  
(SKIP to **CHNGPH\_CP** during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods)
2. MOVED (NOT same address)
3. Haven’t moved, but address has changed (SKIP to **CHNGPH\_CP**)
4. Incorrect address previously recorded (SKIP to **CHNGPH\_CP**)

## MOVED\_CP

*[This screen appears only when VERADD\_CP = 2 during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods]*

Since your address rather than you personally was chosen for inclusion in the survey, no interview is required of you at this time. Thank you for your past cooperation. The help you gave us was an important contribution to the National Crime Victimization Survey data.

1. Enter 1 to continue

[Pop Up Screen: This case needs to be made a replacement household. Press GOTO to continue.]

## CHNGPH\_CP

- ◆ Do not ask  
Do you need to change the current phone number?  
CURRENT NUMBER: () – EXT:

1. Yes (SKIP to NEWPH\_CP)
2. No (SKIP to NEWADDHNO\_CP during 1<sup>st</sup> Enumeration Period)  
(SKIP to MAILINGSAME\_CP during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods)

## Update Physical Address Information Screen Begins

NEWPH\_CP through NEWADDGQDESCRIPTION\_CP appear on the same screen.

## NEWPH\_CP

What is the area code and telephone number where you would like to be called?

- ◆ Record new number
- ◆ Enter 0 for no telephone number

## NEWADDHNO\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new house number; otherwise press “Enter” to continue

## NEWADDHNO\_SUF\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new house suffix; otherwise press “Enter” to continue

## NEWADDSTRNAME\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new street name; otherwise press “Enter” to continue

## NEWADDUNITS\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new unit designation; otherwise press “Enter” to continue

## NEWADDNONCITYSTYLEADDRESS\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter non-city style address; otherwise press “Enter” to continue

#### NEWADDPHYSDESCRIPTION\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new physical location description; otherwise press “Enter” to continue

#### NEWADDCITY\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new city name; otherwise press “Enter” to continue

#### NEWADDSTATE\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new state abbreviation; otherwise press “Enter” to continue

#### NEWADDZIP5\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter 5-digit ZIP code; otherwise press “Enter” to continue

#### NEWADDZIP4\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new 4-digit ZIP code; otherwise press “Enter” to continue

#### NEWADDBUILDINGNAME\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new building name; otherwise press “Enter” to continue

#### NEWADDGQDESCRIPTION\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new group description; otherwise press “Enter” to continue

#### Update Physical Address Information Screen Ends

#### ADRCHECK\_CP

- ◆ Enter reason why address information provided by respondent did not match display address

##### OLDADDRESS

[Address Displayed]

- ◆ HOUSE NUMBER

11. House number was incorrect

12. House number was missing/blank

- ◆ HOUSE NUMBER SUFFIX

13. House number suffix was incorrect (e.g. A instead of B)

14. House number suffix was missing

- ◆ STREET NAME

##### NEWADDRESS

[Address Displayed]

- ◆NON-CITY STYLE ADDRESS

15. Street name was correct but misspelled (e.g. Pak instead of Oak Street)
16. Street name was not correct (e.g. Oak instead of Pickford)
  - ◆ UNIT DESIGNATION
17. Unit designation was incorrect (e.g. A instead of 1)
18. Unit design was missing
19. Non city style address was incorrect (P.O. Box 12 instead of P.O. Box 121)
  - ◆ ZIP CODE
20. ZIP code was missing or incorrect
  - ◆ STATE
21. State was missing or incorrect (ME instead of MD)
  - ◆ CITY
22. City name was missing or incorrect
  - ◆ GROUP QUARTERS
23. Group quarters name was missing or incorrect
24. Building name was missing or incorrect
25. 911 Address Conversion

#### MAILINGSAME\_CP

**Is your mailing address still the same as your physical address?**

1. Yes (SKIP to **TENURE** during 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> Enumeration Periods)  
(SKIP to **STUDENTHOUSING** during 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> Enumeration Periods)
2. No (SKIP to **VERIFYMAILING\_CP**)

#### VERIFYMAILING\_CP

- ◆ Read mailing address

**I have your mailing address as...**

MAILING ADDRESS:

[Address Displayed]

**Is that correct?**

1. Yes (SKIP to **TENURE**)
2. No (SKIP to **NEWMAILHNO\_CP**)

#### Update Mailing Address Information Screen Begins

**NEWMAILHNO\_CP** through **NEWMAILGQDESCRIPTION\_CP** appear on the same screen.

#### NEWMAILHNO\_CP

- ◆ OLD MAILING ADDRESS:  
[Previous Address Displayed]
- ◆ If incorrect or missing, enter new house number; otherwise press "Enter" to continue

#### NEWMAILHNOSUF\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new house number suffix; otherwise press "Enter" to continue

#### NEWMAILSTRNAME\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new street name; otherwise press "Enter" to continue

#### NEWMAILUNITES\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new unit designation; otherwise press “Enter” to continue

#### NEWMAILNONCITYSTYLEADDRESS\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter non-city style address; otherwise press “Enter” to continue

#### NEWMAILCITY\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new city name; otherwise press “Enter” to continue

#### NEWMAILSTATE\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new state abbreviation; otherwise press “Enter” to continue

#### NEWMAILZIP5\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter 5-digit ZIP code; otherwise press “Enter” to continue

#### NEWMAILZIP4\_CP

- ◆ OLD ADDRESS:  
[Address Appears]
- ◆ If incorrect or missing, enter new 4-digit ZIP code; otherwise press “Enter” to continue

#### NEWMAILGQDESCRIPTION\_CP

- ◆ OLD ADDRESS:  
[Address Appears]  
If incorrect or missing, enter new group description; otherwise press “Enter” to continue

### Update Mailing Address Information Screen Ends

#### TENURE

*[Appears during 1<sup>st</sup> Enumeration Period or when empty. Verify during 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> Enumeration Periods]*

Ask or verify

**Are your living quarters...**

- ◆ Read answer categories.
1. Owned or being bought by you or someone in your household?
  2. Rented for cash?
  3. Occupied without payment of cash rent?



















